

INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: February 14, 2008

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: EVEREST COLLEGE - MERRILLVILLE
NEW DEGREE APPLICATIONS**

Staff Recommendation

The commission staff recommends that Everest College – Merrillville be granted the authority to award the Associate of Science degree in the following programs *with the stipulation that Instructor Qualification Record forms will be submitted to the commission staff for review as faculty members are hired for both programs:*

AS – Business

AS – Criminal Justice

Background Information

Everest College is nationally accredited by the Accrediting Bureau for Health Education and Schools. About a year ago, ABHES was given approval by the U.S. Department of Education to expand its scope of accreditation to include approval of non-allied health, degrees up the academic associate degree.

The programs consist of 96 quarter-credit hours of training; a minimum of 50% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record forms

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Everest College - Merrillville

Name of Program Business

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Robert Boggs, Ed. D.

Telephone Number 714-427-3000 ext. 385 **Application Type**

Date the Form was Prepared 10/30/07 ☒ **New** ☐ **Renewal**

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Associate's of Science program is offered to students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business

TOTAL COURSE HOURS: 96 Check one: **Quarter Hours** ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 96 weeks TUITION: \$24,864

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SLS 1105	Strategies for Success	4
CGS 2167C	Computer Applications	4
SLS 1321	Career Skills	2
	Choose 14 credits from the following courses:	
OST 1141L	Keyboarding	2
OST 2335	Business Communications	4
LIS 2004	Introduction to Internet Research	2
OSTP 2725	Applied Word Processing	4
CGS 2510C	Applied Spreadsheets	4
MTB 1103	Business Math	4
	Major Core Requirements: All Concentrations	
MAN 1030	Introduction to Business Enterprise	4
MAN 2021	Principles of Management	4
BUL 2131	Applied Business Law	4
MAN 2300	Introduction to Human Resources	4
MAR 1011	Introduction to Marketing	4
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
MANP 2501	Senior Capstone Experience	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u> Business Administration Concentration	<u>Course Hours</u>
FIN 1103	Introduction to Finance	4
MAR 2305	Customer Relations and Servicing	4
	Choose 2 of the following courses:	
MAN 2727	Strategic Planning for Business	4
ACG 2178	Financial Statement Analysis	4
ACG 2021	Introduction to Corporate Accounting	4
SBM 2000	Small Business Management	4
APA 2161	Introductory Cost/Managerial Accounting	4
	Management Concentration	
MAR 2305	Customer Relations and Servicing	4
FIN 1103	Introduction to Finance	4
SBM 2000	Small Business Management	4
MAN 2604	Introduction to International Management	4
	Marketing Concentration	
MAR 2323	Advertising	4
MAR 2141	Introduction to International Marketing	4
MAR 2721	Marketing on the Internet	4
SBM 2000	Small Business Management	4
	International Business Concentration	
MAR 2141	Introduction to International Marketing	4
MAN 2604	Introduction to International Management	4
GEB 2353	International Competitiveness	4
BUL 2261	International Business Law	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ENC 1101	Composition I	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ENC 1102	Composition II	4
MAT 1033	College Algebra	4
PSY 2012	General Psychology	4
SPC 2016	Oral Communications	4
EVS 1001	Environmental Science	4
SLS 1505	Basic Critical Thinking	2

Number of Credit or Clock Hrs. in Specialty: 48 / _____ Percentage: 50%

Number of Credit or Clock Hrs. in General
Courses: 26 / _____ Percentage: 27%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 22-26 / _____ Percentage: 23%

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Student Learning Center (SLC) is located on the first floor of the building and is easily accessible to students. The library is open Monday, Tuesday, Thursday from 10:00 a.m. to 7:00 p.m., Wednesday from 8:00 a.m. to 7:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., and as requested on Saturday. The Student Services Coordinator is a full-time staff member who has responsibilities for maintaining the SLC.

2. Number of volumes of professional material:

The school will have 55 volumes of professional material. The school also has The Student Learning Center which plays a vital role in the educational experience our students receive at Everest College. The college is committed to providing students with appropriate, relevant and useful resources that fosters a positive learning environment and supports the learning objectives of the institution. The AS program in Business will be supported by a *Core Collection* of resources that includes print books, periodicals, multimedia materials (DVD's, CD's) and other study aids that students may need in their course of study.

Students will also have access to digital resources that are available on and off campus from any computer that has internet access. The college is a subscribing member to LIRN (Library and Information Resource Network, a non-profit organization that provides educational institutions with online content, Students and faculty will have 24/7 access to a full range of online databases that support the AS program in Business and other programs offered at the college. The students and faculty will also have access to an online resources page that contains valuable links to their fields of study as well as to other general education informational sources that will help to ensure their success at the college.

3. Number of professional periodicals subscribed to:

Upon approval of the program, the students and faculty will have access to a variety of periodicals supporting the AS *Business* program. The SLC will have periodicals available in both print and digital format with most content being available online. Through LIRN, students and faculty will have convenient access to a large number of full-text journals, magazines, newsletters and other periodicals that support the AS Business program.

4. Other library facilities in close geographical proximity for student access:

The students will have the ability to utilize the Lake County Public Library as well as other academic and public library systems in the neighboring areas that the college will serve. The college will seek membership in INCOLSA (Indiana library cooperative) to give students and faculty better access to resources that may be available on a regional and state basis. INCOLSA membership will also provide SLC staff with opportunities to participate in training and professional development activities. The college will also seek membership in the Indiana Library Federation to participate in state wide conferences, seminars and be involved in issues facing Indiana libraries.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
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DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Everest College – Merrillville

Name of Program Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Robert Boggs, Ed. D.

Telephone Number 714-427-3000 ext. 385 **Application Type**

Date the Form was Prepared 10/30/07 ☒ **New** ☐ **Renewal**

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, security, crime scene investigator, private investigator, corporate security specialist, victims advocate, loss prevention specialist, case manager, and insurance investigator.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL COURSE HOURS: 96 Check one: **Quarter Hours** ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 96 weeks TUITION: \$24,864.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SLS 1105	Strategies for Success	4
CGS 2167C	Computer Applications	4
SLS 1321	Career Skills	2
	Major Core Requirements: All Concentrations	
BUL 2131	Applied Business Law	4
CCJ 1017	Criminology	4
CCJ 1024	Introduction to Criminal Justice	4
CJL 2130	Criminal Evidence	4
CJL 2134	Criminal Procedure and the Constitution	4
CCJ 1610	Criminal Investigations	4
CCJ 2358	Criminal Justice Communications	4
CCJ 2306	Introduction to Corrections	4
CJD 2250	Introduction to Interviews and Interrogations	4
DSC 2002	Introduction to Terrorism	4
	Choose 12 credits from the following courses	
CJE 2100	Policing in America	4
CCJ 2288	Spanish for the Criminal Justice Professional	4
CCJ 2679	Introduction to Victims Advocacy	4
CCJ 2943	Current Issues in Criminal Justice	4
CJE 2670	Introduction to Forensics	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>CCJ 1910</u>	<u>Career Choices in Criminal Justice</u>	<u>4</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ENC 1101</u>	<u>Composition I</u>	<u>4</u>
<u>ENC 1102</u>	<u>Composition II</u>	<u>4</u>
<u>MAT 1033</u>	<u>College Algebra</u>	<u>4</u>
<u>PSY 2012</u>	<u>General Psychology</u>	<u>4</u>
<u>SPC 2016</u>	<u>Oral Communications</u>	<u>4</u>
<u>SYG 2000</u>	<u>Principles of Sociology</u>	<u>4</u>
<u>EVS 1001</u>	<u>Environmental Science</u>	<u>4</u>
<u>SLS 1505</u>	<u>Basic Critical Thinking</u>	<u>2</u>
<u>AML 2000</u>	<u>Introduction to American Literature</u>	<u>4</u>

Number of Credit/Clock Hrs. in Specialty: 52 / Percentage: 54.2%
Number of Credit/Clock Hrs. in General Courses: 34 / Percentage: 35.4%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 10 / Percentage: 10.4%

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located on the first floor of the building and is easily accessible to students.

The library is open Monday, Tuesday, Thursday from 10:00 a.m. to 7:00 p.m.,

Wednesday from 8:00 a.m. to 7:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., and as requested on Saturday. The Student Services Coordinator is a full-time staff member who has responsibilities for maintaining the Resource Center.

2. Number of volumes of professional material:

The school will have 30 volumes of professional material. The school also has The Student Learning Center which plays a vital role in the educational experience our students receive at Everest College. The college is committed to providing students with appropriate, relevant and useful resources that fosters a positive learning environment and supports the learning objectives of the institution. The AS program in Business will be supported by a *Core Collection* of resources that includes print books, periodicals, multimedia materials (DVD's, CD's) and other study aids that students may need in their course of study.

Students will also have access to digital resources that are available on and off campus from any computer that has internet access. The college is a subscribing member to LIRN (Library and Information Resource Network, a non-profit organization that provides educational institutions with online content, Students and faculty will have 24/7 access to a full range of online databases that support the AS program in Business and other programs offered at the college. The students and faculty will also have access to an online resources page that contains valuable links to their fields of study as well as to other general education informational sources that will help to ensure their success at the college.

3. Number of professional periodicals subscribed to:

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4. Other library facilities in close geographical proximity for student access:

The students will have the ability to utilize the Lake County Public Library as well as other academic and public library systems in the neighboring areas that the college will serve. The college will seek membership in INCOLSA (Indiana library cooperative) to give students and faculty better access to resources that may be available on a regional and state basis. INCOLSA membership will also provide SLC staff with opportunities to participate in training and professional development activities. The college will also seek membership in the Indiana Library Federation to participate in state wide conferences, seminars and be involved in issues facing Indiana libraries.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

Faculty will be hired upon approval of program following the guidelines attached.

CRIMINAL JUSTICE ASSOCIATE'S DEGREE – FACULTY REQUIREMENTS

The school plans to hire faculty upon approval from the state and accreditation agency. The school will adhere to the Indiana Commission on Proprietary Education Associate's degree criteria on faculty requirements. They will also follow the following requirements set by ABHES, the institutions' accreditation agency:

The school will hire faculty that are knowledgeable and current in their specialty field. The faculty must minimally possess the following:

- Graduation from an accredited program recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation or an otherwise recognized training entity (e.g., hospital-based program) in the specialty field. Additionally, the faculty member must have two years of occupational experience in the subject field in which they teach; OR
- A minimum of four years of job-related training and experience for those instructors who are not graduates from an accredited program in the field in which they teach.

In addition, all instructors must:

- Evidence strength in instructional methodology, delivery and techniques as indicated by evaluation by appropriate supervisory personnel within 30 days of beginning instruction.
- Hold current licenses, certifications or other designations as required by local, state or federal laws to work in the field.

The selection of faculty is not influenced by race, color, creed, national origin, gender, disability, or age.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Davenport University	Grand Rapids, MI	Accounting	1/ 2002	12/2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
The Ross Group, Inc.	Portage, IN	Staff Accountant	4/2007	Present
L & K Track Reclamation	Merrillville, IN	Staff Accountant	2/2003	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Lewis University	Romeoville, IL	School Counseling and Guidance, Masters in Arts	2004	2006
Robert Morris College	Chicago, IL	Business Administration-Accounting, BBA	1993	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Montell Pontiac	Blue Island, IL	Accounting Office Manager	02/02	10/02
Pricewaterhouse Cooper	Chicago, IL	Staff Accountant	05/97	05/01
Nires Rizza Ford	Orland Park, IL	Assistant Office Manager	05/96	05/97